GOODS RETURN / REQUEST FOR CREDIT FORM

Complete this form and email to customerservice@comcater.com.au with invoice for credit request approval
DO NOT send goods to Comcater without prior approval
Refer to Comcater Terms and Conditions for return of goods and credit details.

Part 1: CUSTOMER DETAILS		
Date of request:	Company Account No. (if known):	
Customer Name:	Customer Contact No.:	
Customer Position / Title:	Customer Email:	
Company Name:	Company ABN:	
Company Address:		
Suburb:	State:	Postcode:
From where did you purchase the item?		

Part 2: ITEMS FOR CREDIT		
Customer PO No.:	Comcater Invoice No.:	Invoice Date:
Credit request relates to (select one) ☐ Spare Part ☐ Accessory ☑ Equipment		

ITEM DETAILS

Part or Item ID / Serial Number	Description of Item	Qty	Unit Price $ (ex GST)	Total Amount $ (ex GST)
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			Total Value of return	$

Part 3: REASON FOR CREDIT REQUEST		
☐ Damaged	☐ Faulty item or part	☐ Oversupplied
☐ Unserviceable	☐ Dead on arrival	☐ Warranty issue
☐ Incorrectly supplied	☐ Goods not required	☐ Other (specify)
RETURN DETAILS		
Carrier Name:	Consignment No.:	Job No.:

Part 4: OTHER DETAILS		
Please include any other information or details which may assist with your claim:		
Signed by:	Position / Title:	Date:

To view the Comcater Terms & Conditions, please click here
Alternatively, visit www.comcater.com.au and select 'Terms & Conditions' link in the footer